

ARCS PROCEDURE:	PROCESSING OUTGOING CORRESPONDENCE NEEDING AN OMS LOG NUMBER	PRO(TWPPO)-006.000
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Processing Outgoing Correspondence Needing an OMS Log Number

I. Purpose:

To provide instructions for processing correspondence needing an OMS log number.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Receive outgoing correspondence and attachment(s), if any, electronically or hard copy from originator.
2. Put correspondence on appropriate letterhead.
 - Refer to PRO(TWPPO)-005.000, Preparing Letters and Memoranda
3. Retrieve the next outgoing log number from OMS.
 - *Refer to PRO(TWPPO)-00x.00y, Logging Incoming and Outgoing Correspondence*
4. Put number on correspondence then print.
5. Get originator to sign correspondence.
6. Get outside signature if necessary.
 - *Refer to PRO(TWPPO)-009.000, Processing correspondence requesting an outside signature*
7. Print copies.
 - Distribute copies as needed
 - Put in "Outgoing" OMS file tray
8. Prepare envelope.
 - *Refer to PRO(TWPPO)-00x.00y, Preparing Envelopes for Domestic and International Mail*
9. Put envelope in "Outgoing" mail box.

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V. References:

None.

VI. Attachments:

None.